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CONFIDENTIAL

DD/A Registry
79-3876

21 DEC 1979

DD/A REGISTRY

FILE: Personnel

MEMORANDUM FOR: Director of Personnel

FROM: James H. McDonald  
Director of LogisticsSUBJECT: Critical Shortage of Couriers ☐

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1. The Office of Logistics has a critical shortage of couriers in its Mail and Courier Branch. If relief isn't found soon--within the next 30 days--courier services throughout the Agency will have to be curtailed. ☐

2. In FY 78 the Mail and Courier Branch was authorized to exceed ceiling by 15 additional personnel to meet new security requirements. In addition to the security requirement, courier requirements have continued to increase in other areas. Just last month we were asked to service two additional

3. We currently have 6 vacancies plus 5 couriers who have firm release dates to report to new assignments outside OL. There are a number of other couriers who currently are responding to vacancy notices or otherwise seeking to transfer to other offices. We will have a minimum of 12 vacancies by the end of December. ☐

4. In the past we have managed because we were able to convince the couriers to stay at least a year. With the increasing number of vacancy notices, this is more difficult and we have couriers seeking to transfer within 3 - 6 months of EOD. Also, we have worked our couriers considerable overtime --14,655 hours last year. The couriers are not happy about the overtime over an extended period and we are under pressure from DDA Management to reduce the overtime figures. Overtime has helped but it is not a long-range solution. ☐

5. It is requested that priority consideration be given to filling the courier positions. If we cannot be assured

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25X1 that we will get at least 6 couriers within the next 30 days, then our only options are to reduce service or refuse to release employees without replacements. Neither is very satisfactory. ☐

25X1 6. If my Office can assist in any way, please contact ☐ ☐, Chief, Personnel and Training Staff,

/s/ James H. McDonald

James H. McDonald

cc: Deputy Director for  
Administration